



**Productivity and Development Center (PDC)**  
[2016] PROJECT ACCOMPLISHMENT REPORT

**I. Project Information**

Project Code	QBRYD
Project Title	Training Course on Work Improvement Teams
Project Start	November 4, 2015
Project End	February 29, 2016
Project Price	PhP 118, 027.10
Client Organization	Philippine Commission on Women

**II. Project Team**

Project Manager	Earl P. Tongol
Team Members	Homer H. Alcon Chenier Nicu V. Villanueva Ma. Elizabeth F. Estanislao Nory Grace B. Evangelio Maegan S. Saroca Mary Jill Myrla D. Ong Gue Ceazar Valerei E. Navarro
Supervising Fellow	Ma. Theresa A. Agustin
Consultants/Resource Persons	None

**III. Project Details**

**Project Description**

The course enhances participants' problem-solving and analytical skills in addressing productivity and quality improvement problems in the workplace using step-by-step procedure of the Quality Circle Story.

This project is implemented upon the request of the Philippine Commission on Women through a letter sent to DAP in 2015 and is considered as a spill-over project. A Training Needs Assessment was also included as one of the outputs of the project.

**Project Objective**

The course aims to improve the capability of selected employees of the PCW on the disciplined approach to problem solving for continuous improvement.

**Specific objectives:**

1. Introduce work improvement teams (WIT) as an approach to promote employee participation in improving productivity and quality in the workplace;
2. To explain the step-by-step approach in identifying, analyzing and solving organizational productivity and quality improvement concerns; and,
3. To discuss the implementation process of setting up WIT at PCW and recognize its benefits.

Focus Area	Public Sector Productivity
Project Type	Regular
Project Beneficiary	Philippine Commission on Women
Regional Coverage	National Capital Region



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#### IV. Project Accomplishments

##### Key Activities Implemented:

Activity	Details
1. Conduct of Training Needs Assessment	4 <sup>th</sup> Quarter of 2015
2. Conduct of Training on Work Improvement Teams (WIT)	January 20-22, 2016 (at Fersal Hotel, Malakas St., Quezon City)
3. Submission of Documentation Report	Submitted on February 9, 2016

##### Major Outputs

- 20 participants trained on Work Improvement Teams;
- Increase in test scores average (from pre-test to post-test) of 21%
- Identified and confirmed that level of competency on productivity and quality and problem-solving techniques is low through the conduct of a Training Needs Assessment

##### Project Impact

- The Work Improvement Teams will be implemented at PCW as instructed by the Executive Director;
- Accrued **PHP 118,027.10**;
- Submission of results of the Training Needs Assessment identifying the competency needs of PCW; and,
- Strengthened commitment of the organization towards quality and productivity improvement.

##### Lessons Learned

- Review and improve training materials according to gender sensitivity dimensions;
- Longer lead time in preparation of client requirements (if contracting is customized such as in the case of PCW); and,
- Cite more specific examples related to the organization, thus, conduct of a more extensive pre-study of the organization is recommended.

#### V. Attachments

- Documentation Report submitted to PCW with the Project Manager and in Project Folio

Prepared by:

**EARL P. TONGOL**  
Project Manager

Noted / Approved by:

  
**ARNEL D. ABANTO**  
Center Head

##### Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data